

# ePM News

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Much of the feedback recently received from region users indicates there is a strong desire to receive additional

training on Project Management principles and practices and the ePM System. Please read the article below for specific information on an upcoming training opportunity for Project and Functional Managers.

### PROJ. MANAGEMENT TRAINING

Project Development is pleased to announce a training seminar for Project Managers Functional Managers. This two-day training on project management principles and practices will take place in Salt Lake City during the month of June, and will provide attendees with tangible, real world examples and proven project management techniques. The ePM System will be used to illustrate some of the principles taught, including helpful hints to aid managers with their projects. Members of the ePM Team will contact Project and Functional Managers to schedule this training and provide additional information about this exciting event.

#### INSIDE THIS ISSUE

- 1 Local Government Project Activity Network
- 1 Project Management Training
- 3 Inactivate All Function
- 3 Finding previous issues of *ePM News*

## Local Government Project Activity Network

ePM Team Provides Solutions for Local Government Projects

By Dan Avila ePM Engineer

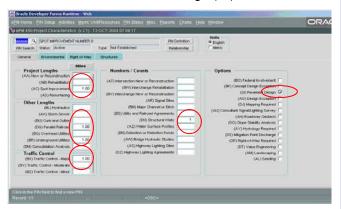
In light of the requirement to include all projects on the Project Delivery List (PDL), a simplified activity network was prepared to assist PMs in managing small local government projects. The purpose of this network is to create a simple yet effective framework to track small projects on a regular basis, by including them in the biweekly ePM run. This network consists of six key activities germane to most local government projects. Running the network through the Single Project Scheduler (SPS) assigns a completion date and duration for each activity; running the PIN in the Multiple Project Scheduler (MPS) allocates resources and displays the activities in the assigned Management Unit workload. Naturally, Project Managers can modify durations and/or dates to more accurately reflect what they believe will actually take place, including the deletion or addition of other activities not included in this network. Again, the goal here is to provide a simple yet effective way for PMs to status and track small local government projects without spending excessive time. The main steps to set up a local government project in ePM are as follows:

- 1) For the PIN in question, enter the following Project Characteristics in screen 450, General tab
  - a. Project Lengths:
    - i. Spot Improvement (AC) = 1 mile;

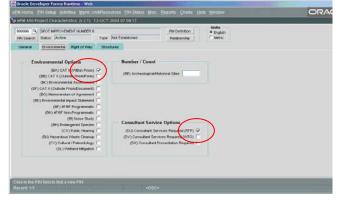
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- a. Other Lengths:
  - i. Parallel Railroad (DQ) = 1 mile;
  - ii. Underground Utilities (BR) = 1 mile;
- b. Traffic Control:
  - i. Traffic Control Major (BX) = 1 mile;
- c. Numbers/Counts:
  - i. Structural Walls (DN) = 1;
- d. Options:
  - i. Pavement Design (DI) = check.



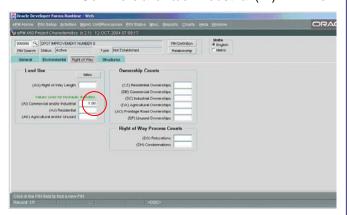
- 2) Screen 450, Environmental tab
  - a. Environmental Options:
    - i. CAT X (Within Prism) (BA) = check;
  - b. Consultant Service Options:
    - i. Consultant Services Required (RFP)(DU) = check.



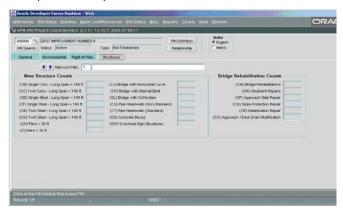
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- 3) Screen 450, Right of Way tab
  - a. Land Use:
    - Commercial and/or Industrial (AI) = 1 mile



 Screen 450, Structures: it isn't necessary to make any selections under this tab unless the project in question requires it.



Note: PMs should bear in mind that the preceding guidelines for setting up Local Government projects as just suggestions, as similar results may be obtained using different characteristics.

- 5) Screen 220 Activity Status:
  - a. Change all activities to "Inactive" status by clicking Inactivate All tool (see *Inactivate All Function* on page 3 for details)
  - b. Change the following activities to "Planned"

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01D - Obtain Consultant Services

55D - Review Roadway Plans

76D - Conduct Utility and Railroad Field Review

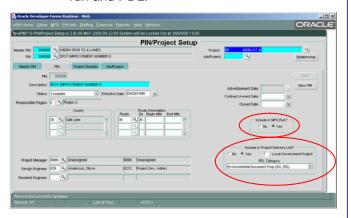
33P - Review Final Structure Plans

75P - Assemble PS&E Package

90P - Advertise Project

By selecting "Planned" status for the above activities and assigning each one of them a Management Unit, SPS will calculate the duration of the project and display an SPS Completion Date in ePM415 (at the bottom of the screen on the right hand side). At this point, PMs may modify the duration of each statused activity as negotiated with consultants and functional managers.

- 6) Screen 510 Target Completion Date:
  - a. Verify the Start Date for 1st Activity
  - b. Set a date for project advertisement.
- 7) Screen 710 PIN/Project Setup, PIN tab:
  - a. Include local government PINs in the MPS run and PDL.



- As the project starts and activities get underway, change their status to InProgress or Complete, as required.
- c. Update local government PINs regularly, just like other projects.

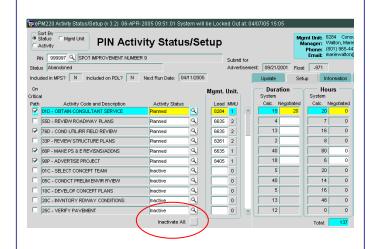
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This simplified network was developed as a useful and convenient means to assist PMs managing local government projects. It will reduce the time and effort expended managing local government projects while ensuring project visibility, accountability and timely delivery.



### INACTIVATE ALL FUNCTION

A new tool is available to assist setting up Local Government Projects in ePM. The Inactivate All button (see figure below) lights up only when all activities for a PIN are in "Planned" or "Inactive" status. As soon as any one activity is changed from Planned or Inactive, the button becomes inactive (disappears). This tool was designed as a shortcut when only a few activities are required to setup a project.



### Where do I find previous issues of ePM News?